

**Delaware Homeland Security Terrorism Preparedness Working Group**  
**Delaware Emergency Management Agency**  
**Meeting Minutes**  
**January 23, 2012**

1. Director Jamie Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:30 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
  - a. Meeting Notice & Agenda
  - b. DHSTPWG Meeting Minutes from November 14, 2011
  - c. Training and Exercise Subcommittee Meeting Minutes from December 7, 2011
  - d. Training and Exercise Subcommittee Meeting Minutes from January 4, 2012
  - e. Homeland Security Grant Program Monthly Report from December 2011
  - f. Homeland Security Grant Program Monthly Report from January 2012
  - g. Homeland Security Grant Program Purchasing Report from January 2012
  - h. 2011 State Preparedness Report Gap Details
  - i. Suggested Storage Conditions for Products with a Shelf Life
2. November 14, 2011 minutes were amended and approved with two corrections; Allen Metheny, DVFA, should be listed as a Voting Member and Eric Huovinen, Sussex County EMS, should be replaced with David Mick. (**Motion: George Giles; Second: Dave Carpenter Jr. – to approve the minutes as amended. Passed Unanimously**)

3. **Old Business**

a. **Communication Interoperability**

***Interoperable Emergency Communications Grant Update*** – Beth Moran briefed she attended the State Interoperability Executive Committee (SIEC) meetings and all subcommittee meetings.

The Statewide Communication Interoperability Plan (SCIP) Implementation Report has been updated and submitted to Office of Emergency Communications (OEC) on Oct 31<sup>st</sup>. The state is awaiting further information regarding the next submission from OEC.

The Tactical Interoperable Communications Plan (TICP) has been submitted and awaiting final approval.

The Office of Emergency Communications (OEC) is offering Statewide Communication Interoperability Plan (SCIP) Implementation Workshops. The SCIP is a critical tool to help States prioritize resources, establish or strengthen governance, and address interoperability gaps. The State must plan and execute the workshop within one of the available five modules; (1) Statewide Interoperability Governing Body Enhancement, (2) SCIP Planning for Wireless Broadband, (3) SCIP Strategic Planning, (4) SCIP Strength Testing, or (5) Sustainable

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Funding Identification. Delaware has determined that we are interested in the SCIP Strategic Planning to conduct a multi-state SCIP workshop to help promote cross boarder interoperability.

**b. Subcommittee Reports**

- 1) ***Resource Management and Asset Tracking and Personnel Identification and Accountability Subcommittee*** – (Secretary Lewis Schiliro, Chairman) – Julie Moran briefed on the status for the Responder ID project. Two (2) servers have been installed at the Biggs Data Center and one (1) badging station was installed at DEMA. The back-up server is ready to be installed at the William Penn Data Center in Dover. The Fire School vendor completed the data dump report and will work the data to integrate all of the information. There are a total of five (5) badging stations and five (5) laptops with three (3) spares. Installation at the local Emergency Operation Centers (EOCs) and Mobile Command Units are dependent upon the committee's decision on how to move forward on this project. A demonstration of the product was conducted for the Working Group. Richelle Edwards briefed the status of the RMAT project. Demo was performed on Dec 20<sup>th</sup>. RMAT has been installed at the Dover Data Center only. Testing is in progress. A demonstration of the product was conducted for the Working Group.
  
- 2) ***Training and Exercise*** – The T&E subcommittee held meetings on December 7, 2011 and January 4, 2012 at the Delaware State Fire School in Dover. Minutes of the meetings were provided to the Working Group. The following training requests were approved: Send two Disaster Recovery Specialists to attend the Disaster Recovery Journal Conference (\$4,340.28), send one Disaster Recovery Specialist to attend the Association for Contingency Planners Leadership Conference (\$933.12), send two Disaster Recovery Specialists to attend the Disaster Recovery Institute Certified Professionals Conference (\$5,356.24); send one additional person to EMA Conference (\$1673), send 50 fire fighters to attend the FEMA USAR Structural Collapse Program (\$24,000), send K9 and SWAT Teams to SKIDDS/CATS Class (\$15,000), send six people to Ship Boarding Course (\$15,150), send three SERT members to attend ICS-320 Intermediate Incident Management Team Training (\$1,086.50), send three Crisis Negotiators to attend Advanced Crisis Negotiation Training (\$5,220).

A recommendation was made and approved to reallocate FY07 AG funding for \$16,000 for Large Animal/Farm Rescue training to the General Training Fund to conduct PIO/JIC training.

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4. **New Business:**

- a. **FY11 State Preparedness Report (SPR)** – Will Hayes started with thanking everyone for his or her involvement and cooperation to complete the 2011 State Preparedness Report. He then briefed that twenty two (22) surveys were completed with input from the twelve (12) Emergency Response Disciplines, as well as, Training and Exercise, Citizens Corps and Division of Communications. There were three hundred seventy three (373) gaps identified across thirty-five (35) Core Capabilities. Gaps that need to be addressed include completing plans, training, and exercise of the plans, and maintenance and sustainment of equipment, while also addressing new equipment and technology needs. The results will be used as a tool to drive planning efforts and to inform decisions. A summary of the report will be provided to the Working Group for use by the Funding Subcommittee to assist with the reallocation process. A summary will also be provided to each discipline lead to aid in planning and project development.
- b. **Homeland Security Strategy** – Kurt Reuther briefed the 2012 – 2014 Delaware State Homeland Security Strategy is a multiyear process designed to help us bring focus to Homeland Security activities and identify complimentary programs as grant funds diminish. It documents and refines existing processes from a risk and threat based approach, will be compliant with Presidential Preparedness Directive-8, and includes a sunset and review process.
- c. **National Governor's Association Initiative** – Kurt Reuther briefed the National Governor's Association Initiative. Any grant reform effort should be structured around the following principles, which would enable states, territories, and local entities to leverage their own resources with the federal investment to build the most flexible grants systems with the highest level of accountability.
  - Support and enable the five mission areas of Presidential Policy Directive 8: prevention, protection, response, recovery, and mitigation.
  - Be unified on goals, objectives, and strategy
  - Build, enhance, and sustain capabilities, self-reliance, and resilience of our communities and nation while encouraging innovation.
  - Reflect the fiscal responsibilities and limitations of the present and the future.
  - Encourage states and communities to self-organize with their neighbors to protect vital supply lines assets and infrastructure of mutual value and to enable swift, coordinated response.
  - Provide full visibility to states, tribes, territories, and local communities of all federal homeland security and emergency management activities, investments, and programs within their jurisdictions while encouraging wide participation in review of projects and investments.

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Reforming the current grant system should leverage these principles and revolve around a comprehensive preparedness strategy to assess current capabilities, determine future requirements, and evaluate recent progress and initiatives. This proposal would reform the grant programs by focusing on three major components:

- Continuation of the Emergency Management Performance Grant
- Creation of Homeland Security Cadre Grants
- Creation of Investment & Innovation Grants

- d. **Reallocation Process** – Allen Metheny briefed the Working Group voted to bring back the Funding Subcommittee. The subcommittee will go over funding and reallocations. There will be a reallocation request form that shall be completed and submitted to the planner responsible for the Discipline. The meetings will be scheduled one hour before the Working Group meetings.
- e. **Homeland Security Grant Program (HSGP)** – Jen Dittman briefed the FY2007 SHSP Grant expires on June 30, 2012; this is the final extension. All equipment orders must be submitted by February 28, 2012. The Working Group was provided handouts that details the status of HSGP projects by discipline and grant year.
- f. **DHSTPWG Chairman Comments** – Chairman Turner requested Mayor Carlton Carey to conduct a meeting to appoint a new Public Works discipline lead.

5. The meeting adjourned at 4:00 p.m.

**Next Meeting - the next meeting is scheduled for February 13, 2012 at 1:30 p.m. - DEMA Training Room.**



JAMES E. TURNER, III  
Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

Attachments: Attendance Roster  
RMAT & RID Funding Allocation Summary

Note: All Meeting Handouts are available upon request.

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<b>MEETING ATTENDANCE ROSTER</b>	
<b>Name</b>	<b>Agency</b>
<b>Voting Members</b>	
Jamie Turner	Chairman
Monroe Hudson	Delaware State Police
Dallas Wingate	Delaware National Guard
Carleton Carey	Delaware League of Local Governments
Robert Newnam	Delaware Fire School
Absent	Council on Police Training
Dave Carpenter	NCC Emergency Management
Absent	KC Emergency Management
George Giles	Wilmington Emergency Management
Absent	SC Emergency Management
Dwayne Day	Public Works
Suzanne Raab-Long	DE Healthcare Association
Nicole Quinn	DHSS, Division of Public Health
Ellen Malenfant	DNREC
Absent	Public Safety Communications
Dave Mick	Emergency Medical Services
Sandra Ennis-Alexander	Department of Technology & Information
Absent	Department of Agriculture
Bob George	Citizen Corps
Allen Metheny	Delaware Volunteer Firemen Association
<b>Working Group Members &amp; Guests</b>	
Kurt Reuther	Delaware State Homeland Security
Richelle Edwards	Department of Technology & Information
Julie Moran	Department of Technology & Information
Bryant Baker	Department of Technology & Information
Mike Chionchio	Office of the State Fire Marshal
Joe Wessels	Delaware League of Local Governments
<b>Delaware Emergency Management Agency Staff</b>	
Jennifer Dittman	Terrorism Preparedness Supervisor
Bob Pflaumer	Training Administrator
Tony Lee	Principle Planner
Beth Moran	Planner
Will Hayes	Planner
David Johnson	Technical Assistance Coordinator
LaRissa Guess	Technical Assistance Coordinator